



**Chris Christie**  
Governor

**Kim Guadagno**  
Lt. Governor

**Allison Blake, PH.D., L.S.W**  
Commissioner

**JOB VACANCY POSTING**

<b>POSTING #:</b>	<b>024-15</b>	<b>ISSUE DATE:</b>	March 2, 2015
<b>TITLE:</b>	<b>FAMILY SERVICE SPECIALIST 1</b>	<b>CLOSING DATE:</b>	March 16, 2015
<b>FUNCTIONAL TITLE:</b>	<b>RESOURCE FAMILY RECRUITER</b>		
<b>LOCATION:</b>	Department of Children and Families (DCF) Division of Child Protection and Permanency Office of Resource Families		
<b>SPECIAL NOTE:</b>	<b>This position is physically located in Camden County and reports to the Office of Resource Families in Trenton, NJ.</b>		
<b>POSITIONS:</b>	1	<b>RANGE:</b>	P24
<b>DISTRIBUTION:</b>	DEPARTMENT WIDE	<b>SALARY:</b>	\$59,031.79 - \$83,803.57
<b>SCOPE OF ELIGIBILITY:</b> Open to employees of the Department of Children and Families who are permanent in a competitive title with underlying permanent State service as a promotional or lateral opportunity, subject to current promotional and hiring restrictions.			

<b>DEFINITION:</b> Under direction of a Supervising Family Service Specialist 1 or other supervisor in the Department of Children and Families, handles a caseload of clients and performs field and office work to: <ul style="list-style-type: none"><li>- Initiate or conduct various types of investigations, including child welfare assessments or abuse and/or neglect referrals in problematic, high risk situations, in-home supervision, residential placement; and/or</li><li>- conduct assessment, recruitment, and placement in resource family/foster homes, adoption related work and placement supervision; and/or</li><li>- assist supervisory staff in developing, coordinating and facilitating social programs using sophisticated social work skills, including engagement, analysis, assessment group work, and/or individualized therapeutic interaction with clients; and/or</li><li>- assist in developing needed services, additional resources, and training programs; and/or</li><li>- provide direct treatment/counseling services, Family Team Meetings, and referrals for family services to a high risk caseload requiring intensive intervention; and/or</li><li>- manage various aspects of court involved cases;</li><li>- does other related duties as required.</li></ul>	
<b>REQUIREMENTS</b>	
<b>EDUCATION:</b> Graduation from an accredited college or university with a Bachelor's degree.	
<b>EXPERIENCE:</b> Two (2) years of experience in professional social work, direct support counseling, guidance, or case management involving high risk child abuse and neglect or other problematic situations involving counseling services to clients with social, emotional, psychological, or behavioral problems including gathering and analyzing information, determining needs, and planning and/or carrying out treatment plans.	
<b>NOTE:</b> A maximum of one year of non-caseload carrying experience may be credited toward the experience requirement listed above.	
<b>NOTE:</b> A supervised social work field placement of three hundred (300) hours serviced through an accredited college or university or performed in a social service agency may be substituted for one (1) year of indicated experience.	
<b>NOTE:</b> A Master's degree in Social Work, Psychology, Guidance and Counseling, Divinity, Marriage and Family Therapy, or other related behavioral science area may be substituted for one (1) year of indicated experience.	
<b>NOTE:</b> Applicants who do not possess the required degree may substitute additional professional case management experience on a year for year basis with one (1) year of experience being equal to thirty (30) semester hour credits.	
<b>LICENSE:</b> Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.	
<b>NOTE:</b> APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY PROMOTIONS ARE MADE.	

**IMPORTANT NOTICE**

**RESIDENCY** - Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

**Electronic Filing:**

Forward a cover letter and resume electronically to:

**Jennifer.Dowd@dcf.state.nj.us**

Include the Job Posting # in the subject line of your email.

**Alternate Filing:**

If unable to file electronically, applicants may forward a cover letter and resume (including Job Posting #) to:

**Andrea Maxwell, Manager 1 Human Resources**  
**Department of Children and Families**  
**Office of Human Resources**  
**P.O. Box 717**  
**Trenton, NJ 08625-0717**